

CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET
SACRAMENTO, CA 95814-5512
www.energy.ca.gov



January 13, 2012

Notice of Annual Filing Requirement California Retail Fuel Outlet Annual Report (CEC-A15)

Retail Fuel Establishments:

The Petroleum Industry Information Reporting Act (PIIRA) requires all retail fueling stations operating in California to file an annual report each year. The California Retail Fuel Outlet Annual Report (CEC-A15) form is used by the California Energy Commission (Energy Commission) to collect the required retail sales information.

Those responsible for filing this report include: station lessees, independent station owners, unbranded station owners, convenience stores that sell fuel, hypermarkets, cardlock facilities that have retail sales to end users, airports, marinas, truck stops, grocery stores that sell fuel, refiners that own and operate retail stations, and any other type of outlet that sells fuel to retail level consumers. **A separate report must be filed for each retail fuel location.**

Electronic filing is encouraged to save time and money. Simply download the Excel file titled **2011 California Retail Fuel Outlet Annual Report** from [www.energy.ca.gov/piira/a15/] and email the completed form in Excel format to: [A15@energy.state.ca.us]. For more information, please contact one of the individuals listed on page 3 of this notice. A CEC-A15 form is attached.

Please note the following:

- There are **NO FEES or TAXES** associated with the California Retail Fuel Outlet Annual Report; however, this is a **mandatory** report as described in the Public Resources Code Sections 25358 and 25362. Failure to submit this report by **February 15, 2012**, may result in fines of up to \$2,000 per day for each day the report is not submitted past the due date. Please contact the Energy Commission if you need an extension beyond the February 15 due date.
- If you are not a California Retail Fuel Establishment (for example, you do not sell fuel to the public), you are not required to report. Please contact an Energy Commission staff person so that your name and address can be removed from our mailing list.
- Report all data for the period of 1/1/2011 - 12/31/2011.

The information on the following pages can be used as a guide to help you fill out the CEC-A15 form. Please complete all applicable sections on the form.

Facility Address Information: (Items 1 – 6)

1. Facility Name – the name of the facility (for example, Main St Gas).
2. Brand of Fuel – the brand name of the fuel sold at the facility. Enter “unbranded” if no brand is associated with the fuel. A list of “brands” includes the following: 7-Eleven, AM/PM, ARCO, Beacon, BP, Chevron, Citgo, Conoco, Exxon, Flying J, Golden Gate, Kwik Serv, Love’s Travel Stop, Mirastar, Mobil, Petro Stopping Center, Phillips 66, Pilot Travel Center, Quik Stop, Shell, Sunoco, Tesoro, Texaco, Tooley Oil, Tower, Ultramar, Union 76 / Unocal, USA, and Valero.
3. Street Address - the street number and name for the facility.
4. City and Zip Code – the city and zip code that the facility is located in.
5. County - the county where the facility is located.
6. Telephone Number – the telephone number for the facility.

Business/Mailing Address Information: (Items 7 – 11)

7. Business Name – the name of the business that administers the facility. This may be the same as the facility name.
8. Mailing Address – either the business address or mailing address if different from that of the facility address. This is the address where the Energy Commission may contact the business’s owner in the future.
9. City and Zip Code – the city and zip code for the business/ mailing address.
10. Business/Contact Name – the name of the person who can answer questions regarding the submitted form.
11. Telephone Number – the telephone number for the business contact.

Mid-grade gasoline (89 Octane) blended at the pump: (Item 12)

12. If your mid-grade gasoline is dispensed as a blend from regular and premium gasoline storage tanks, then check the “Yes” box. Otherwise check the “No” box.

Annual Sales Volume Information: (Item 13)

13. Annual Sales Volume – Report the number of gallons of each fuel product sold.
 - Sales volume should be reported as the total number of gallons of each product sold during the calendar year.

Underground Storage Tank Information: (Items 14 and 15)

14. Number of Underground Storage Tanks – Report the number of underground storage tanks for each product.
 - **Split Tank:** When a tank has two or more compartments of different products, treat each compartment as a separate tank. (for example, if regular gasoline and premium gasoline share a tank, report each product as if they had their own separate tank).
15. Underground Storage Tank Capacity – Report the total tank capacity for each product. For example, if there are two tanks of regular gasoline with capacities of 5,000 and 10,000, report the capacity as the sum of both tanks: 15,000.

Aboveground Storage Tank Information: (Items 16 and 17)

16. Number of Aboveground Storage Tanks – Report the number of aboveground storage tanks for each product.
17. Aboveground Storage Tank Capacity – Report the total tank capacity for each product. For example, if there are two tanks of regular gasoline with capacities of 5,000 and 10,000, report the tank capacity as the sum of both tanks: 15,000.

Propane: (Item 18)

18. This is only for retail fuel location that have on-site storage for propane. This does not apply to cylinder exchanges such as Blue Rhino and Amerigas.

Facility Information: (Items 19 – 23)

19. Ownership Designation:
Check the ownership designation that applies to the facility.
 - Company Owned and Operated – The facility is owned and operated by a major oil company and is not franchised to an individual.
 - Franchisee/Lessee Operated – The facility is owned by a major oil company and is franchised or leased to an individual.
 - Independently Owned and Operated – A facility owned and operated by a private party other than a major oil company.
20. Operational Designation:
 - Check the operational designation that applies to the facility. Please check only one.
21. Months in Operation:
 - Enter the number of months the facility was in operation during the calendar year.
22. Normal Hours of Operation:
 - Enter the normal business hours of the facility.
23. Business Amenity Information:
 - Check any amenities that the facility has. Please check all that apply.

The CEC-A15 form is due by **February 15, 2012**. It may be submitted by any one of the following methods:

- Email: A15@energy.state.ca.us
- Fax: (916) 654-4753
- Mail: Attn: PIIRA Reporting Unit
California Energy Commission
1516 Ninth Street, MS 41
Sacramento, CA 95814

If you have any questions, please contact one of the following Energy Commission staff:

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| • Alex Wong | awong@energy.state.ca.us | (916) 651-0484 |
| • Gerald Zipay | gzipay@energy.state.ca.us | (916) 651-3001 |
| • Cam Nguyen | cnguyen@energy.state.ca.us | (916) 654-4161 |